Teacher Process
1. Submit proposal to Grant Coordinator (form to be created)
   a. Must include project abstract and application information
   b. Does not include crowdfunding
2. Grant Coordinator will review with Business Administrator and approve
3. Grant applicant is responsible for all documentation
4. Grant coordinator will keep a list of approved applications
5. If grant is approved, Business Administrator will track funding
6. Payment will be 5% of the total grant awarded (minimum $50)
   a. Minimum grant award of $250 for payment
   b. For more than one applicant the award will be split evenly

Administrative Process
1. Collect information from Google Form
2. Populate tracking spreadsheet
3. Make paper file with copies of relevant documents for each grant
4. Meet with staff when form is completed
5. Review with Business Administrator during bi-weekly meetings
6. Board Approval
7. Grant Awarded
   a. Business Administrator updates Tracking spreadsheet and CDK
   b. Payment is processed within two weeks of board acceptance
   c. Grant funds are available within one week of receiving payment
8. Grant Coordinator follows up to ensure proper paperwork completed by Grant applicant

Grant Coordinator Responsibilities
1. Quarterly report
2. Promotion of process
3. Share grant opportunities and information
4. Review applications with Business Administrator
5. Communicate application status and follow up with applicants to monitor progress
6. Provide feedback for improvements
7. Provide application coaching for staff as needed